

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Senior Advisory Commission
Date of Meeting:	December 18, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Chairperson Wang called the meeting to order at 1:18pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Carlos Fabregas, Steve Lu, Bakshish Sandhu, Albert Wang, Joanne Wood.

Alternate, Frances Woodworth was seated for Serafina Diaz.

Staff Present: Kathleen Yurchak, Senior Center Supervisor, and Councilmember, Jose Esteves

II. MINUTES

MOTION to approve the Minutes of the November 20, 2001, Commission meeting.

M/S Fabregas, Woodworth
All Ayes

III. FINANCIAL REPORT

MOTION to approve the Financial Report of November 30, 2001, as submitted.

M/S Lu, Daquigan
All Ayes

IV. CITIZENS FORUM

Joyce Dovlet requested to have the mural topic agendized for the next meeting. Commissioner Wang stated that he spoke to Art Swanson regarding this issue and they were wondering if this project should continue considering, the fact that a new senior center may be built. Commissioner Wang stated that they will agendize the mural topic for next SAC meeting.

Jack Wust asked about an update from the new senior center subcommittee. Commissioner Burns stated that there was no meeting in December and will update the SAC when he has more information.

Milo Larsen requested a meeting schedule for the subcommittee. Commissioner Burns told him to check with the office to obtain a schedule of meetings.

Commissioner Burns thanked the other Commissioners because this would be his last meeting as treasurer and possibly as a Commissioner.

**SENIOR ADVISORY COMMISSION
December 18, 2001**

Jack Wust asked if Commissioner Burns would continue to serve as the chairperson for the New Senior Center Subcommittee.

Supervisor Yurchak stated that he could continue as the chairperson of the subcommittee and that basically there needs to be two Commissioners that must serve on the subcommittee. This topic was discussed at length.

Alternate Commissioner Frances Woodworth thanked the staff and Commission for a lovely holiday dinner.

William Connor stated that there are eight shutters missing in the auditorium and requested them to be replaced.

Supervisor Yurchak stated that she would have them replaced.

Jack Wust mentioned that the paper recycling has changed and you can now combine all paper products together.

Councilmember Esteves asked staff to obtain the official information from the recycling company.

Commissioner Lu stated that there are some doors handles that are not working properly and asked staff to check into replacing them.

V. ANNOUNCEMENTS/ CORRESPONDENCE

Supervisor Yurchak announced that the Senior Center would be closed on December 24 & 25, 2001, and January 1, 2002. She further stated that the Senior Center would be opened on December 31, 2001, but there would be no classes or Nutrition Program. Supervisor Yurchak announced that the Nutrition Program's Holiday Luncheon and Rag Time Boys performance is on Friday, December 21, 2001. She also announced that beginning in January, the Senior Center Newsletter will be distributed bimonthly versus every month and will contain information and the lunch menu for two months. She lastly announced that the Member-At-Large Election would be held on January 2 and 4, 2002, from 10am to 1pm, in the auditorium.

VI. AGENDA

MOTION to adopt the Agenda for December 18, 2001, Commission meeting as submitted.

M/S Fabregas, Woodworth

All Ayes

VII. OLD BUSINESS Update on Senior Needs Assessment by Barbara Harison, Consultant

Supervisor Yurchak stated that Harison & Associates is finalizing the Benchmark Survey and once it is complete then she will attend a Commission meeting and make a presentation. Supervisor

Yurchak stated that the information would hopefully be presented in January, although this is not yet confirmed.

VIII. NEW BUSINESS

1. Discuss and Approve the Purchase of new bingo balls

Supervisor Yurchak stated that at the November SAC meeting Commissioner Banick requested that the purchase of a new set of bingo balls be agendized for the December meeting. Supervisor Yurchak stated that she checked into the pricing for a new set of bingo balls and a set of 75 multi-colored bingo balls B-1 through Q-75 ranges from \$80-\$99.95. She further stated that it was staff's recommendation to approve the purchase of a new set of multi-colored bingo balls, not to exceed \$100.00.

MOTION to approve the purchase of a new set of multi-colored bingo balls, not to exceed \$100.00.

M/S Banick, Fabregas
All Ayes

2. Discuss and Approve the development of a budget for SAC approved subcommittees

Supervisor Yurchak stated Commissioner Burns and Chairperson Wang have requested that the Commission discuss developing a budget for approved SAC subcommittees. She further stated that the intent of developing a Commission budget is to be able to reimburse subcommittee members for any expenditures they may have incurred while working on a subcommittee. The Commission must approve the development of a budget prior to discussing what the funding would be used for and the total budget amount. Supervisor Yurchak stated that if approved, the process of creating a budget for SAC approved subcommittees will be agendized for the January meeting. Supervisor Yurchak explained that the City Manager has a budget fund for such subcommittees and that no money will be taken from the SAC budget. She further mentioned that the Commissioners need to think about these expenditure items from now until the January SAC meeting.

MOTION to develop a budget for Fiscal Year 2002/2003 for Senior Advisory Commission approved subcommittees for the January 15, 2002 Commission meeting.

M/S Lu, Fabregas
All Ayes

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

Supervisor Yurchak thanked the Commissioners who attended the Holiday Dinner. She also thanked Roseann Costabile and Cecilia Brooks for working both Saturday and Sunday. Supervisor Yurchak stated that there are two vacant positions at the Sports Center and we are currently working to fill those positions.

1.2 Nutrition Report

Roseann Costabile stated that on December 13, 2001, Cisco Systems sent thirty volunteers with desserts for a holiday social and to entertain the seniors. They have requested to do the same event next year because it was such a success. Roseann announced that the holiday luncheon would be held this Friday and 120 people have signed up thus far. She stated that in the month of November they served 1842 meals and averaged 92 meals a day, and had 5 new van riders. She announced that the Nutrition Site Council donated \$100.00 for door prizes for the Holiday Dinner and Luncheon from the Recycle Fund and we also received gift certificate donations from Outback Steak House and Hungry Hunter. Commissioner Lu stated that he would also like to donate \$100.00 from the Chinese Evergreen Club and Roseann requested that his donation be made in the form of prizes, because she has run out of time for shopping.

1.3 Recreation Services Report

NRF

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves announced that City Council approved the adoption of a new ordinance to ban wood burning fireplaces on new construction and remodeled homes. He announced that the City Hall project has been delayed until the end of April but that it is within budget. He also announced that City Council will approve the reappointment of Commissioners Wang, Wood, Diaz, and Banick, and that a second alternate was appointed, Lauren Ku. Councilmember Esteves stated that there would be a report from the tree planting committee, a report on the flood zone and flood insurance, and an update on the Midtown Specific Plan at this evening's Council meeting. He also stated that there would be a discussion regarding activities for the July 4, 2002, celebration.

2.2 Police Chief Lawson

Chief Lawson stated that there have been a few incidents perpetrated on senior citizens where a few men come into homes saying that they are inspecting roofs and then one man will go up on the roof while the others steal belongings. Officer Hernandez did a great job in investigating this group of people, which ended in

the apprehension of 7 people and recovered stolen items. He further mentioned that the new parking structure at the Great Mall always has available parking spaces and has easy access for holiday shopping.

2.3 Parks, Recreation and Cultural Resources Comm.

No report.

2.4 Arts Commission

No report.

2.5 Council on Aging Advisory Committee

Frances Woodworth stated that the guest speakers for the meeting were Jeanne Wun and Ron Bishop from the "Hospice of the Valley" of Santa Clara County. The hospice offers services for the terminally ill that have less than 6 months to live. The hospice was established in 1979 and that nobody will be refused services because of insurance coverage or lack of ability to pay for expenses. The cost runs from \$200.00 to \$225.00 per day.

2.6 AARP

Joanne Wood stated that AARP met on December 7th at the Adobe for their yearly Christmas party. She mentioned that the same officers were reinstated. She announced that AARP donated \$100.00 to City Team Ministries, \$100.00 to the Women's Shelter, and \$100.00 to the Senior Center for a special project which is to be determined.

2.7 Nutrition Site Council

Joyce Dovlet announced that the meeting was cancelled due to low turn out.

2.8 Brown Bag Report

Mary Banick stated that the volunteers are getting settled in their new location and that it is working out well. She stated that there is 4 times the space than they had here and the participants can sit in chairs indoors while they wait in line for their brown bag. Mary also sadly announced that she would be resigning as a brown bag volunteer at her doctor's request.

XI. Adjournment

There being no further business, Commissioner Wang adjourned the meeting at 2:45pm.

Respectfully submitted,
Cherie Cummins

Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Senior Advisory Commission
Date of Meeting:	November 20, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Chairperson Wang called the meeting to order at 1:15pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Serafina Diaz, Carlos Fabregas, Steve Lu, Albert Wang, Joanne Wood.

Alternate, Frances Woodworth was seated for Bakshish Sandhu.
Staff Present: Kathleen Yurchak, Senior Center Supervisor, and Councilmember, Jose Esteves

II. MINUTES

MOTION to approve the Minutes of the October 16, 2001, Commission meeting.

M/S Fabregas, Diaz
All Ayes

III. FINANCIAL REPORT

MOTION to approve the Financial Report of October 31, 2001, as submitted.

M/S Lu, Fabregas
All Ayes

IV. CITIZENS FORUM

Commissioner Banick made a request to agendize for the next SAC meeting the purchase of new bingo balls.

Supervisor Yurchak stated she would agendize this item and check into the cost.

Sura Weiner asked Councilmember Esteves the status of Milpitas becoming a Charter City.

Councilmember Esteves stated that the Charter City Task Force made its final report and 9 out of 11 members said they don't see a need for the City of Milpitas to become a Charter City. He further mentioned that he voted against becoming a Charter City because a general law city is very flexible.

V. ANNOUNCEMENTS/ CORRESPONDENCE

Supervisor Yurchak announced the Tree Lighting Ceremony and Community Sing Along would be held on December 1, at 7pm, at Fire Station 1. She announced the Senior Holiday Dinner would be on December 16, beginning at 1:30pm at the Milpitas Community Center with dancing and holiday photos, and Applebee's Grill & Bar would be catering the event. Supervisor Yurchak stated that staff forwarded the Commission's letter to the City Manager, who then forwarded it to the City Council. She stated that in response to Jim Burns' question regarding the preparation of a Commission budget in January, staff spoke with Emma Karlen, Finance Director, who stated that the Commission does not need to prepare a budget. Rather, staff will work on incorporating previous Commission expenditures, which totaled approximately \$10,600 into the Senior Center's operation budget for Fiscal Year 02/03. Commissioner Burns had further questions regarding this matter; therefore, Supervisor Yurchak will request a meeting with Finance Director, Emma Karlen, Supervisor Yurchak, and Commissioners Burns and Wang. Supervisor Yurchak announced that Tax Appointments have been scheduled for February 5, 2002, through April 12, 2002, for Tuesday afternoons 12pm – 4pm and Friday mornings 9am – 1pm. She announced that \$100.00 was donated to the American Red Cross on behalf of the Senior Advisory Commission. Supervisor Yurchak announced the reappointment of Commissioner, Serafina Diaz, for 1 more year and that Reappointment Certificates will be given out once they have been processed by the City Manager's office. She lastly announced that the Senior Center would be closed November 22 & 23, 2001, in observance of the Thanksgiving Holiday. Councilmember Esteves announced the Knights of Columbus would be having a free Thanksgiving for interested people on Thanksgiving Day.

VI. AGENDA

MOTION to adopt the Agenda for November 20, 2001, Commission meeting as submitted.

M/S Diaz, Fabregas
All Ayes

VII. OLD BUSINESS **Update on Senior Needs** **Assessment by Barbara** **Harison, Consultant**

Supervisor Yurchak stated that Harison & Associates is diligently working on the completion of the Senior Needs Assessment and at this time it has not been determined as to when she would be attending an upcoming SAC Meeting. Barbara Harison is still working on a draft proposal and when she has that information she will share it with the Commission. Councilmember Esteves asked whether there

was a date set to receive the information. Supervisor Yurchak stated that staff hopes to receive the draft proposal mid December. Councilmember Esteves requested that Barbara Harison, Consultant, provide the City Council with an update on the Senior Needs Assessment project, so that the other Councilmembers see that this is an active ongoing project and they can ask questions.

VIII. NEW BUSINESS

1. Gift Selection for the 2002 Annual Commissioners Recognition Dinner

Supervisor Yurchak stated that Commissioners need to select the gift they would like to receive at the 2002 Annual Commissioners Recognition Dinner. She displayed the items for the Commissioners to choose from, which were a clock, plaque, or a bag. The Commissioners selected the following items:
Commissioner Banick, Bag, Commissioner Burns, Plaque, Commissioner Daquigan, Plaque, Commissioner Diaz, Clock, Commissioner Fabregas, Plaque, Commissioner Lu, Bag, Commissioner Wang, Plaque, Commissioner Wood, Plaque, and Alternate Commissioner Woodworth, Plaque.

2. Discuss and Approve a 2002 Gene Schwab Memorial Award Nomination on Behalf of the SAC

Supervisor Yurchak stated that at the October SAC meeting it was requested that Lechi Nguyen be formally recognized for her outstanding services that she provides to seniors and disabled persons. Staff recommends that Lechi Nguyen be nominated for the 2002 Gene Schwab Memorial Award on behalf of the Senior Advisory Commission. Staff will prepare and submit the nomination form by the November 30, 2001, deadline. Supervisor Yurchak gave background information regarding the Gene Schwab Memorial Award stating that the award exemplifies outstanding performance and dedication to the City organization and to the Milpitas community at-large. She further stated that the nominee's overall work and commitment to the City should demonstrate the Rotary Club's standard of "Service Above Self". Supervisor Yurchak reiterated that this item was requested to be agendaized from last month's meeting and that she felt this would be a nice way to be able to nominate Lechi for her job within the City and how she assists the Milpitas Community as well.

MOTION to nominate Lechi Nguyen for the 2002 Gene Schwab Memorial Award on behalf of the Senior Advisory Commission, and the nomination form be completed and submitted by staff.

M/S Lu, Fabregas
All Ayes

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

Supervisor Yurchak stated that four new classes were offered at the Senior Center in the month of November, which were Oil Painting, Book Club, Discussion Group, and a Holiday Ornament class. Supervisory Yurchak thanked Frances Woodworth for volunteering to spearhead the Book Club for us. She stated that there were two seminars offered one on Disaster Preparedness and the other on My Driver, which is an alternative mode of transportation to Outreach. Supervisor Yurchak stated that the flu shots were offered to seniors on November 15, and they gave more than 400 shots, which was more than last year.

1.2 Nutrition Report

Roseann Costabile stated that for the month of October, they averaged 90 meals a day and served 2058 senior's meals. She mentioned that they served Thanksgiving Lunch today, serving 110 meals, and the food was very good and she informed the caterer that they have improved the quality of their food. She announced that the holiday dinner will be served on December 21, 2001.

1.3 Recreation Services Report

NRF

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves announced that at the City Council meeting this evening the Neighborhood Beautification program will be presenting 15 awards to residents and neighborhood associations for their beautiful homes and neighborhoods. He also stated the Civic Center project is ongoing and the completion date is set for March 11, 2002, and is still within budget. There will be a Library project update tonight. He also mentioned that City Staff will be present an Economy update, explaining where the City is financially. Councilmember Esteves stated that staff will present a report regarding the mobile home parks within the City and how they meet the Health and Public Safety Standards. He stated that they would review the CDBG. These are grants given to service providers. City Councilmembers and staff recommend that the top priority be given to Senior Services. He further stated that the City has joined the Chamber of Commerce to support the "Back to Business" campaign. The City contributed \$2,500.00 to be used for posters and banners.

2.2 Police Chief Lawson

Chief Lawson stated that the Police Department is on continued high alert due to the events of September 11, 2001. He also mentioned that the calls have decreased regarding suspicious packages. Chief Lawson stated that the Police Department has begun Holiday detail and the officers that normally perform administrative tasks are assigned to the mall, because that is where the most people are. He announced that officer Armando Corpus was promoted to Sergeant and Sergeant Steven Pangelanian was promoted to Lieutenant.

2.3 Parks, Recreation and Cultural Resources Comm.

No report.

2.4 Arts Commission

No report.

2.5 Council on Aging Advisory Committee

Frances Woodworth stated that she attended the "Aging to Perfection" seminar at the Windham Hotel on November 8, 2001. She stated she went to the Health division of the seminar and obtained a lot of health care information. This session covered dementia and Alzheimer's and Parkinson's disease and they believe within the next 20 years they will have a cure. She further mentioned that she obtained information regarding 3 different grants available to home owners for repairs and such and that staff will make copies of this information and will be available in the Senior Center office. Frances Woodworth stated that the COA meeting speaker was Rebecca Coen who is sponsoring 3 bills regarding long-term care. Rebecca has been a Physical Therapist for 11 years.

2.6 AARP

Joanne Wood stated that the AARP meeting was on November 15, 2001, and the guest speaker was Paul Wang of the Milpitas Police Department. He discussed senior safety and frauds perpetrated against seniors. Officer Wang also informed them to take their bills to the post office or a drop box instead of placing their checks in their own mailbox, because there have been incidents where people steal the checks and erase them and rewrite them. Joanne also mentioned that the AARP would be donating a turkey to a needy family for Christmas. She also mentioned that there wouldn't be a chapter meeting at the Senior Center in December and that they would be having a Christmas Party on December 7th at 5pm at the Adobe.

2.7 Nutrition Site Council

Joyce Dovlet announced that the project council meeting will be on November 29, 2001, at the Willows Senior Center. She also stated that the Nutrition Site Council would be donating \$50.00 to the Knights of Columbus for their Thanksgiving Dinner, \$50.00 for door prizes for the Senior Center Holiday Party and \$50.00 for door prizes for the Senior Lunch Program.

2.8 Brown Bag Report

Mary Banick stated she received a phone call from Laura of the Second Harvest Food Bank, informing us that as of December 5th we will no longer be working out of the Milpitas Senior Center and will be relocated to the YMCA on Abel Street, next to the post office. She further stated that flyers would be placed in all the bags next week, and asked Commissioner Lu to translate the flyers into Chinese.

XI. Adjournment

There being no further business, Commissioner Wang adjourned the meeting at 2:23pm.

Respectfully submitted,
Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Special Senior Advisory Commission
Date of Meeting:	October 16, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Chairperson Wang called the meeting to order at 1:17pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Serafina Diaz, Carlos Fabregas, Steve Lu, Albert Wang, Joanne Wood.
Alternate, Frances Woodworth was seated for Bakshish Sandhu.

Staff Present: Bonnie Greiner, Recreation Services Manager

II. MINUTES

MOTION to approve the Minutes of the September 18, 2001, Commission meeting.

M/S Fabregas, Diaz

All Ayes

III. FINANCIAL REPORT

Recreation Services Manager, Bonnie Greiner stated that beginning October 1, 2001, the new financial report will have a starting balance of \$5,000.00 less Commissioner Burns expenditures of \$2,162.39, leaving a balance of \$2,837.61.

MOTION to approve the Financial Report of September 30, 2001, as submitted.

M/S Lu, Daquigan

All Ayes

IV. CITIZENS FORUM

Art Swanson mentioned the key to longevity is healthy eating and living. Steve Lu recommended reading Newsweek, Special Edition, Health for Life. He further stated that it is informative.

Manager Greiner told the Commission, that staff will photocopy this magazine issue and have it available in the Senior Center Office for all that are interested. She further mentioned that all Commissioners have free access to the Sports Center's wonderful facility, which has a variety of programs for seniors.

V. ANNOUNCEMENTS/ CORRESPONDENCE

Manager Greiner presented Frances Woodworth with a certificate of appointment as an alternate for the SAC. She announced that the Senior Center participants raised and donated \$4,935.85 to the American Red Cross to benefit the disaster efforts of the September 11, 2001 events. Manager Greiner announced the Nutrition Halloween Party with the RagTime Boys performing on October 31, 2001, at 10:30am. She also announced that there will be an Emergency Preparedness Speaker on November 8, at 11:30am in the auditorium. She further announced that the Veterans Day Ceremony will be held on Sunday, November 11, at 9:00am at the Milpitas Police Department. She lastly announced the Nutrition Site Council Meeting will be held on November 14, at 10:30am in the lounge.

Alternate Commissioner Woodworth thanked the City of Milpitas for the Commissioners and Board Members class. She stated that Steve Lu, Bal Daquigan, Art Swanson, as well as herself attended the class.

Commissioner Burns asked if there had been any response to the letter the SAC submitted to City Council regarding the Senior Needs Assessment.

Manager Greiner stated that she knew the letter had been forwarded to the City Manager, but was unaware of a reply and that staff will look into this matter.

VI. AGENDA

MOTION to adopt the Agenda for October 16, 2001, Commission meeting as submitted.

M/S Woodworth, Fabregas

All Ayes

VII. OLD BUSINESS

Update on Senior Needs Assessment from Barbara Harison, Consultant

Manager Greiner read an update report from Barbara Harison regarding the progress of the Senior Needs Assessment. She stated that the Community Meeting that was held at the Senior Center on September 18, 2001, had an attendance of over 70 people. There were two volunteer translators that assisted with translation in Chinese and Vietnamese. The needs expressed by those attending included needs in housing, transportation, community services and recreation. The input at this meeting was similar to the input from the focus group. Manager Greiner stated that the survey of senior services of five other cities has been completed and is being reviewed by the city. The services offered by the City of Milpitas compare favorably with services of other cities. She further stated that a services inventory of all existing senior programs is being documented to set the baseline for the needs assessment. She lastly mentioned that all service provider interviews are completed and City Council interviews are underway.

Commissioner Burns interjected Manager Greiner by stating that Supervisor Yurchak was going to check with Emma Karlen the Finance Director regarding the SAC preparing and submitting a budget package to Supervisor Yurchak sometime in January 2002. Manager Greiner stated she didn't have any information regarding this matter and that she will check with Emma Karlen and report back to the Commission.

Sura Weiner stated that there was not any mention of a new senior center within the update report from the consultant. Manager Greiner informed her that it is still part of the Senior Needs Assessment. Frances Woodworth asked Manager Greiner when Barbara Harison will be meeting with the SAC. Manager Greiner stated that she did not know and that she will check and report back at the next SAC meeting.

VIII. NEW BUSINESS

1. Discuss and Approve a SAC donation to the American Red Cross

Manager Greiner stated that at the September 15, 2001 SAC meeting, Commission Alternate, Frances Woodworth requested that the commission discuss making a donation in the Commission's name to the American Red Cross to benefit the disaster efforts of September 11, 2001. The subject was discussed at length.

MOTION to donate \$100.00 in the name of the Senior Advisory Commission to the American Red Cross for the relief efforts of September 11, 2001.

M/S Lu, Burns

All Ayes

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

Manager Greiner stated that a survey will be distributed in the November Newsletter, and will be distributed to the Chinese Evergreen Club and the Indo-American group as well as available in the Senior Center office for a computer lab. This will help staff determine the needs of the Seniors for computers and programs. After the surveys are tallied the results will be prepared in a report for management to give staff further direction. Art Swanson mentioned that the Willow Glen Senior Center has a good computer program for their seniors, and that this is a good opportunity for the Milpitas Senior Center to get computers.

Manager Greiner explained that it is important for everyone to fill out their survey completely with all of their comments and requests for computers and classes.

Manager Greiner stated that the City held a Community Memorial event last Wednesday night to memorialize the victims of September 11, 2001. She further stated that it was a wonderful event with an attendance of

approximately 550 people. Manager Greiner announced that staff is preparing for the Holiday months with the traditional Thanksgiving lunch on November 20th with the Bins performing and the annual Senior Holiday Dinner with more details will be available at the next Commission meeting.

1.2 Nutrition Report

No Report.

1.3 Recreation Services Report

No Report.

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves stated that at the council meeting they will be discussing whether to approve a hot dog vendor in the front of The Home Depot. They will also discuss the selection of contractors for the interior furniture for the new City Hall. He further stated that City Council rejected the increase of budget of \$400,000 for the pond renovation project. Councilmember Esteves stated he is proposing along with the Chamber of Commerce a "Get Back to Business" campaign, which promotes the community getting back to living a normal life and get the public back in the restaurants and shopping again. He mentioned that there will be an update on the Midtown Specific Plan. He further mentioned that there will be discussion regarding the next Commissioner Recognition Dinner. Council is proposing it to be held on January 31st, 2002, which is a Monday at the Embassy Suites Hotel, and the Commissioners will be able to choose their gift of either a plaque, clock, or a nice bag. Councilmember Esteves stated that a consultant has been selected for the library assessment study, similar to the senior needs assessment study.

2.2 Police Chief Lawson

Chief Lawson stated that the Police Department is on heightened alert due to the Anthrax scare. The department has received 4-6 calls but all of them were negative. The department is patrolling the water storage tanks, electrical boxes, churches, schools, and the mall areas. There have been no major problems since September 11th, 2001. The Great Mall will be sponsoring trick-or-treating for the kids.

2.3 Parks, Recreation and Cultural Resources Comm.

No report.

2.4 Arts Commission

No report.

2.5 Council on Aging Advisory Committee

Frances Woodworth stated that the COA meeting was held October 1st, 2001 and their speaker was Georgia Bacil of SALA (Senior Adult Legal Assistance). SALA is a non-profit organization that provides legal assistance to Seniors of Santa Clara County that are 60 years and older. It was established in Palo Alto in 1973.

2.6 AARP

Joanne Wood stated the next meeting will be held this Thursday, October 18, 2001. Sandy Samples will be the guest speaker that will discuss Cancer. She further mentioned to wear a Halloween costume and there will be refreshments. The November meeting will include a white elephant sale from 11:00am until 1:00pm to raise funds for our chapter. She mentioned that they are in the process of nominating new officers and the installation of the new officers will be in January. December 7, 2001 will be a holiday potluck at the Adobe. They will be turning over the eyeglasses donations to the Lyon's club at the beginning of next month.

2.7 Nutrition Site Council

Joyce Dovlet stated that they are working on one more item for section 8 of the bylaws.

2.8 Brown Bag Report

Mary Banick stated that Lechi contacted Salvation Army to get a new program approved for the City of Milpitas Seniors and disabled in which her volunteers qualify people to receive food vouchers and PG&E assistance. Mary mentioned that if people are interested in volunteering, they need help on Mondays from 10:00am-12:00pm and Wednesday and Friday from 1:00pm-3:00pm. Currently Frances Woodworth, Joanne Wood, Art Swanson, and myself are volunteering our time to assist Lechi with this new program.

Commissioner Lu stated that Lechi is very hardworking with all ethnic backgrounds and would like to recognize her and all of her efforts. He would like to agendize the discussion of awarding Lechi with some type of accommodation or proclamation.

Manager Greiner stated that this item will be agendized for the next SAC meeting.

XI. Adjournment

There being no further business, Commissioner Wang adjourned the meeting at 2:18pm.

Respectfully submitted,
Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Special Senior Advisory Commission
Date of Meeting:	September 18, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Chairperson Wang called the meeting to order at 1:17pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Serafina Diaz, Carlos Fabregas, Steve Lu, Albert Wang, Joanne Wood.
Alternate, Frances Woodworth was seated for Bakshish Sandhu.

Staff Present: Kathleen Yurchak, Senior Center Supervisor

II. MINUTES

MOTION to approve the Minutes of the August 14, 2001, Commission meeting.

M/S Fabregas, Woodworth
All Ayes

III. FINANCIAL REPORT

MOTION to approve the Financial Report of August 31, 2001, as submitted.

M/S Diaz, Fabregas
All Ayes

IV. CITIZENS FORUM

Commissioner Lu mentioned that he along with four other Commissioners announced to participants at the Senior Center that they are conducting a fundraising campaign to help the victims of the terrorist attacks. The donations will be sent to the American Red Cross. There will be a donation box in the auditorium and you can remain anonymous or request to have a receipt issued from the Red Cross. The money will be counted on Friday at 3pm and we will take it to the bank and get a cashier's check. The donation will be submitted in the name of the Milpitas Senior Center Participants. Commissioner Lu asked if the Commission would like to make a donation as well.

Alternate Commissioner Woodworth requested to agendize the discussion of the SAC making a donation to the American Red Cross for the next meeting.

Councilmember Esteves stated that the St. Joseph Assembly of the Knights of Columbus is distributing materials informing people how to properly display the US Flag.

**SENIOR ADVISORY COMMISSION
September 18, 2001**

V. ANNOUNCEMENTS/ CORRESPONDENCE

Supervisor Yurchak announced that the Senior Needs Community Meeting to be held on September 18, 2001, 6:00-8:00pm in the Senior Center Art Room. She further announced that we are accepting applications for four appointed commission vacancies and two elected vacancies for December 2001. She stated that she spoke to the appointed Commissioners and they are still interested in serving on the SAC. Please turn in your applications to the City Clerk. Supervisor Yurchak mentioned that there will be a Commissioner and Board Member Training session on September 29, 2001, at the Milpitas Community Center and she recommended that all the Commissioners attend. She announced that the Veterans Day Ceremony will be on Sunday, November 11, 2001, at 9:00am, at the Milpitas Police Department.

VI. AGENDA

MOTION to adopt the Agenda for September 18, 2001, Commission meeting as submitted.

M/S Wood, Daquigan
All Ayes

VII. OLD BUSINESS **Update on Senior Needs** **Assessment by Barbara** **Harison, Consultant.**

Barbara Harison stated that last month she gave an overview of the Senior Needs Assessment and today she is going to update the SAC on the progress. She stated that she is still in the data gathering process. She is still getting input from the community, other service providers within the community, and from other cities that provide senior services. She stated that tonight there is an important community meeting to receive input from the community. The next step is to compare all the information we receive from the focus group, the questionnaire that the focus group participants filled out, the community meeting, and the information from the other cities to see the patterns and trends, and the issues and concerns. Barbara mentioned the strengths that she has seen through the information she has gathered thus far is that senior needs are a priority for the city and that residents were complimentary about the Senior Center's location and variety of services. She mentioned that a high priority is the meal program and it is a positive program the City offers. The data also suggests that Milpitas is responsive and concerned about senior needs. These are highlighted responses that she has received so far and after tonight's meeting we're certain to receive more information. The challenges that are coming out are affordable housing, communication with multilingual populations, providing classes and services to multilingual populations, and transportation. She mentioned that it is premature to state, which of these items are the top priorities within the City. Barbara stated that at the community meeting tonight she should receive more helpful feedback from the public and hopefully the SAC will attend the meeting. She further stated that the benchmark survey, where

they compare the City of Milpitas with five other cities is not yet complete. She is waiting for information from a couple of neighboring cities. She mentioned that the City of Milpitas is comparing favorably to the services provided by the other cities. Barbara mentioned that she is about a quarter way through the process and as soon as she compiles more information she will report back.

Commissioner Burns voiced his concerns that there was no mention of the building of a new senior center. He further mentioned that Barbara verbalized that 50% of the study would be directed towards a new senior center.

Barbara reiterated that she previously mentioned concerns among the community are accessible and convenient programs and services, which will be delivered from whatever facility the city decides upon.

Felix Reliford stated that this progress report is based on the feedback we received from interviews with outside agencies and the focus group. He further stated that they are hearing Jim's concerns, but this is the information they have thus far.

Commissioner Burns stated that the new senior center proposal was to request the consultant to look into a new senior center and he doesn't understand why there is all this mention about housing, transportation, and other items and not a focus of a new senior center. He further stated that there would not be a consultant unless the SAC prepared a proposal for a new senior center.

Commissioner Lu stated that the consultant is doing her job according to the assigned scope of work that the City Council has given to her and we really do not have a right to criticize her work. He further mentioned that there is a letter that the Commissioners prepared and would like to send to the City Council voicing their concerns regarding the scope of work the consultant has been given.

Councilmember Esteves asked Barbara if the verbage in the survey was geared towards determining a need for a new senior center. He stated that this project was initiated by the SAC and senior participants, because they saw a need for a new facility and they want to be conscious that this is a major part of the study.

Barbara stated the questions for the survey were general and geared towards senior needs. After she gathers and reviews the information she will determine what types of facilities would be needed to address those needs.

Felix Reliford stated that the City Council requested a comprehensive report and they were interested in the needs of the community as a whole. He further mentioned that there are other seniors living within the city and their priority of needs may differ from the SAC's or the senior center participants.

Frances Woodworth stated that the SAC went through this process approximately four years ago with a housing issue and the ball was dropped. She stated that the SAC is afraid that their priority will get scattered within other issues.

The topic of a new senior center continued and was discussed at length.

VIII. NEW BUSINESS

1. Discuss and Approve the SAC Financial and Budget Report.

Supervisor Yurchak stated that staff is recommending incorporating all the SAC revenue and expenditure activities into the City's General Fund with the exception of the recycling and fundraising activities. She further stated that the benefits of these recommendations is that the current level of programs and activities will be budgeted and funded by the City's General Fund in the future so that there will be no disruption of services to our senior citizens. Supervisor Yurchak mentioned that she calculated the yearly expenditures by the Commission to be approximately \$10,600 and without a successful fundraising event, the Commission's fund will be depleted by the end of this fiscal year. She stated that in order to continue providing the current level of services, staff will need to request additional funding from the City Council. All of the current services offered at the Senior Center, such as Nutrition Program entertainment, birthday parties, potlucks, the annual holiday dinner, magazine and newspaper subscriptions will continue. Any expenditure made from the City's General Fund will follow the City's regular disbursement procedures. She stated that we will continue with all of the Senior Center services and programs that we have been offering but have those services come from the City's General Fund and not the SAC's account. At the rate we are going the SAC is going to run out of money and if the City Council approves this recommendation then the City will fund these services and programs. Your responsibility would be to have a fundraising event, if you desire to do so, and to continue the recycling fund and this money would solely be the Commissions and you would vote on how you would like to spend that money.

Emma Karlen, The City of Milpitas' Finance Director stated that Supervisor Yurchak is spending a lot of time doing bookkeeping for the SAC financial report and asking the SAC to sign checks. We feel that these expenditures could be funded by the City's General Fund, because these are services and programs that the City generally provides instead of having the funds come from the SAC account. We are asking to have the funds transferred to the City's General Fund. She stated that the Senior Center budget would be submitted to City Council for approval next fiscal year. This topic was discussed at length.

MOTION to leave \$5,000.00 in the Senior Advisory Commission account and transfer the remaining balance to the City's General Fund for the Senior Center's operating budget. With the exception of the recycling and fundraising activities, all cash receipts and disbursements will be recorded in the City's General Fund, and financial updates will be reported to the Senior Advisory Commission only when transactions occur to their account.

M/S Woodworth, Lu
All Ayes

**2. Discuss and Approve
Commissioner Burns Sub-
Committee Reimbursement**

Supervisor Yurchak stated that Commissioner Burns has provided a binder of receipts for the Commissions review of his expenditures that he incurred while preparing the Sub-Committee's proposal for a new senior center during the period of, June 23, 2000 through December 20, 2000 and is requesting to be reimbursed in the amount of \$2,162.39 from the Senior Advisory Commission. This amount will be deducted from the \$5,000.00 balance in the SAC account.

MOTION to reimburse Commissioner Jim Burns for the amount of \$2,162.39.

M/S Lu, Daquigan
All Ayes

**3. Discuss and Approve the
Endorsement of a letter to be
Submitted to City Council**

Commissioner Lu explained that he and Commissioner Burns had two meetings, one with Councilmember Esteves and one with the City Manager and the Assistant City Manager to discuss their concerns regarding the Consultant's Scope of Work for the Senior Needs Assessment. We drafted a letter that we would like to present to City Council and are requesting every commissioner to sign it.

MOTION to sign and approve this letter from the SAC to be sent to the City Council.

M/S Lu, Woodworth
All Ayes

Councilmember Esteves commented that this letter might not go to the City Council. The Letter will first go to the City Manager and Felix Reliford where they might respond via letter confirming that at least 50% of the study will be directed towards the new Senior Center.

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

Supervisor Yurchak stated that the new Sport Center has been open since June and their participants continue to increase. The pond renovation has begun over at the Community Center and the Veterans Memorial Monuments have been relocated to the Police Department. Supervisor Yurchak mentioned that last week was a tough week for the participants as well as the staff and she thanked the Senior Center Staff and especially commended the Nutrition Staff on a great job in providing continual service during this difficult time.

1.2 Nutrition Report

Roseann Costabile stated that they served 2,380 meals in the month of August. There was an average of 104 participants each day, with 46 new participants and 3 new riders. She mentioned that we sent out flyers to

Terrace Gardens informing them of free transportation to and from the nutrition program if they have a lunch reservation.

1.3 Recreation Services Report

No Report.

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves announced that there will be a 10th Annual Adult Services Resource Faire on October 3, 2001, from 10:00am-2:30pm, at the Mexican Heritage Plaza and I encourage at least one or two of you to attend. There will be a variety of senior information available and should be very informative. He further announced that there is a Commissioner and Board Member Training on September 29, 2001, at the Milpitas Community Center which will be informative and very important to attend. He mentioned that the City Council approved free Sports Center memberships for all City Commissioners so please go and use this facility. He stated that the City received the Tree City USA Award, which proves that our City is serious about our tree planting programs. If you need a tree planted at your house just call and the City and they will plant a tree for you. He mentioned that on the agenda for tonight's City Council meeting is the approval and extension of the Nutrition Program's contract. For your information we will be serving 22,410 meals which will cost \$126,326.00 which will be split between the City and the County, so the City's share will be \$63,160.00. Another item on the Agenda will be the approval of 3 flag poles to be placed in the front of the new City Hall and 4 flag poles to be placed in the back of City Hall for ceremonies. The flagpoles in the front of City Hall will display the City, United States, and State flags.

2.2 Police Chief Lawson

Chief Lawson stated that as a result of the terrorists acts last week on our country the Fire Chief and I opened the EOC which is next to the communications center. The City was placed on a phase I alert. We have stepped up police patrolling the schools and all areas of the City. We want the citizens to feel safe.

2.3 Parks, Recreation and Cultural Resources Comm.

No report.

2.4 Arts Commission

No report.

**2.5 Council on Aging
Advisory Committee**

Frances Woodworth stated that the COA meeting was held on August 27, 2001, and the topic was COIL, Community Outreach for Independent Living. The speakers were Dixon Arnett and Wendy Chen. COIL is a case manager on wheels. The Van will have a TV, website, health literature, and a lady who is multilingual. She will travel to flea markets, Wal-Mart, and rural areas to make her services available. The other guest speaker was the Mayor of Sunnyvale, Jack Walker. He announced that the City of Sunnyvale is building a new senior center at 590 Remington. This is a five million dollar project, which will include a large cook on site kitchen with smaller rooms for activities. The center will be 15,000 square feet and they plan to have solar heating due to the energy crisis.

2.6 AARP

Joanne Wood stated the next meeting is this Thursday, September 20th at 1:15pm. Andrea Dorey will present the topic of Alzheimer's Disease. They are also collecting old eyeglasses which will be given to the Lyon's Club and then forwarded to less fortunate people in other countries.

2.7 Nutrition Site Council

No report.

2.8 Brown Bag Report

No report.

XI. Adjournment

There being no further business, Commissioner Wang adjourned the meeting at 3:05pm.

Respectfully submitted,
Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION
SPECIAL MEETING**

Minutes:	Special Senior Advisory Commission
Date of Meeting:	August 14, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Chairperson Wang called the meeting to order at 1:12pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Serafina Diaz, Carlos Fabregas, Steve Lu, Bakshish Sandhu, Albert Wang, Joanne Wood.

Alternate Present: Frances Woodworth

Staff Present: Kathleen Yurchak, Senior Center Supervisor

II. MINUTES

MOTION to approve the Minutes of the July 17, 2001, Commission meeting.

M/S Fabregas, Diaz

All Ayes

III. FINANCIAL REPORT

Supervisor Yurchak stated the revenue for the month of July was \$1,191.64, the expenditures was \$2,639.81, and an ending balance of \$8,104.85.

MOTION to approve the Financial Report of July 31, 2001, as submitted.

M/S Daquigan, Fabregas

All Ayes

IV. CITIZENS FORUM

No Comments.

**V. ANNOUNCEMENTS/
CORRESPONDENCE**

Supervisor Yurchak announced that on August 6, 2001, Bonnie Greiner was appointed as Recreation Services Manager. This creates a vacancy for Sport Center Supervisor.

She also mentioned that Senator Liz Figueroa's Office is hosting a Senior Energy Forum on August 23, 2001, at the Ruggieri Senior Center in Union City from 12:30pm to 3:00pm.

Supervisor Yurchak announced a Commissioner and Board Member Training to be held on September 29, 2001, at the Milpitas Community Center, from 8:30am to 3:00pm. She encouraged the Commissioners to attend the meeting.

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She announced that the Veteran's Day Ceremony will be held on Sunday, November 11, 2001, at 9:00am at the Milpitas Police Department. Principal Housing Planner, Felix Reliford, announced that the City of Milpitas will be holding a Housing Element Community Meeting tonight from 7 to 8pm, at the Milpitas Community Center, rooms 7 and 8. A prepared document will go to the state from ABAG, so that the City can obtain its fair share of regional housing. He further stated that an expected 4,300 units are to be built within the next five years.

VI. AGENDA

MOTION to adopt the Agenda for August 14, 2001, Commission Meeting as submitted.

M/S Fabregas, Diaz
All Ayes

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Presentation by Harison and Associates, Consultant for Senior Needs Assessment.

Felix Reliford, Principal Housing Planner stated that approximately three months ago the City Council approved the study that the SAC prepared. Council then directed staff to hire a consultant to prepare a feasibility study. The Consultant hired by the City is Barbara Harison of Harison and Associates, located in Ventura, California. She has thirty years of experience in recreation and was the Director of Community Services in Campbell, California. Felix introduced Barbara Harison to the SAC. Barbara Harison then showed the SAC a slide presentation regarding the Senior Needs Assessment. See Attachment A for presentation details. Commissioner Burns expressed his concerns regarding the feasibility study stating that it didn't seem as though a new senior center wasn't the main focus of the study. He stated that the study is covering too many different issues and not enough on a new senior center. He stated that he was under the impression that the consultant would be selecting a site location and size of a new senior center. The other commissioner's agreed with Commissioner Burns and these concerns were discussed at length. Barbara Harison stated that they need to look at the needs of the community and provide the City Council with a report with factual data supporting the need for a new senior center as well as housing, transportation, and other related programs. Felix Reliford stated that City Council selects a site location, if they receive positive information from the consultant regarding the need for a new senior center. Commissioner Burns inquired as to what percentage of the consultant's study would focus on the new senior center. Barbara Harison said she could only give a ballpark figure of 50%. Supervisor Yurchak stated that the commission would be updated each month regarding the progress of the Senior Needs Assessment.

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

NRF

1.2 Nutrition Report

Roseann Costabile stated they exceeded 90 meals a day for the month of July.

1.3 Recreation Services Report

NRF

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves did not attend the meeting.

2.2 Chief Lawson

Chief Lawson did not attend this meeting.

**2.3 Parks, Recreation and
Cultural Resources Comm.**

No report.

2.4 Arts Commission

No report.

**2.5 Council on Aging
Advisory Committee**

No report.

2.6 AARP

Joanne Wood stated the next meeting is September 20, 2001, and they hope to offer good programs this year. AARP is collecting old eyeglasses to give to the Lions Club who distributes them around the world to enrich the eyes for people that do not have the finances to purchase new glasses. She mentioned that there is no date for the picnic yet.

2.7 Nutrition Site Council

No report.

2.8 Brown Bag Report

Mary Banick stated that there are a little over 300 memberships and still growing.

XI. Adjournment

There being no further business, Commissioner Wang adjourned the meeting at 2:49pm.

Respectfully submitted,
Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Senior Advisory Commission
Date of Meeting:	July 17, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Chairperson Wang called the meeting to order at 1:17pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Serafina Diaz, Bakshish Sandhu, Albert Wang, Joanne Wood.
Alternate Frances Woodworth was seated in place of Commissioner Fabregas.

Staff Present: Kathleen Yurchak, Senior Center Supervisor

II. MINUTES

MOTION to approve the Minutes of the June 19, 2001, Commission meeting.

M/S Daquigan, Burns
All Ayes

III. FINANCIAL REPORT

Supervisor Yurchak stated the beginning balance is \$11,559.33 and the ending balance is \$4,948.45. She further stated she is working with The City's Finance Department to reconcile the accounts for the end of Fiscal Year 2000/2001. The asterisked items under revenue and expenditures are items that were not previously recorded on the SAC Financial Report. She mentioned that it is beneficial to compare our Financial Report with the City's Financial Records. The City is still awaiting the completion of the year end reports and we will continue to reconcile the accounts in the month of July. The recycling fund had one purchase of \$10.00 from Sysco.

Commissioner Daquigan questioned the item purchased from Shooters. Supervisor Yurchak advised that it was a stand for the pool cues and balls.

Alternate Commissioner Woodworth questioned the expenditure of the computer lab furniture and whether the furniture was still on site since the computer lab was shut down. Supervisor Yurchak stated that the furniture is still in the computer lab room.

Commissioner Wang requested that there be an explanation of purchases listed with the store name. Supervisor Yurchak stated she would give a detailed explanation from now on.

MOTION to approve the Financial Report of July 17, 2001, as submitted.
M/S Burns, Woodworth
All Ayes

IV. CITIZENS FORUM

Art Swanson, 311 Carnegie, Milpitas, requested to agendize payment to the SAC-Subcommittee for expenses incurred by its members. Commissioner Wang stated the members of the Subcommittee need to supply the commission with documentation of their expenses and the SAC with agendize this discussion for the August SAC meeting.

Betty Jean Smith, 3215 Tulipwood Drive, San Jose, requested to agendize a discussion for the August Commission meeting to have \$2.00 of her activity card fee waived that goes towards non-residency. She stated that she had raised a lot of money for the Senior Center and she only lives a few houses away from the Milpitas border. The Commissioners agreed to discuss this topic at the August meeting.

V. ANNOUNCEMENTS/ CORRESPONDENCE

Supervisor Yurchak announced that as of July 11, 2001, over 300 activity cards were sold and that numerous positive comments have been made regarding the travel mugs. She further announced that AmyBeth Ogden was appointed Community Center Supervisor, Aaron Bueno was appointed Aquatics/Adult Sports Coordinator and Reynard Elzey was appointed Acting Teen Coordinator. Supervisor Yurchak mentioned the Summer Concert Series holds free concerts at Murphy Park. The first concerts are July 24 and August 7, 2001, at 6:30pm, and she encouraged everyone to attend. She stated that the Congress of California, Region 4A, which is Milpitas, is entitled to have a representative serve on the executive Board. Their meetings are held on the 3rd Tuesday of the month at the Cypress Senior Center on Stevens Creek Boulevard in San Jose. Any interested persons should contact Senior Assemblywoman Anne M. Mack at 650.493.7798. Supervisor Yurchak stated that staff was directed by the City Manager to create and conduct a Computer Lab survey to determine the need and interest for computer services at the Milpitas Senior Center.

VI. AGENDA

MOTION to adopt the Agenda for June 19, 2001, Commission Meeting as submitted.
M/S Wood, Woodworth
All Ayes

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

1. Discuss and Vote to change the date of the August SAC meeting.

Supervisor Yurchak requested that the August SAC meeting date be changed from August 21, 2001 to August 14, 2001 in order to accommodate Harison and Associates, who is conducting the Senior Needs Assessment. She further stated that Harison and Associates was hired to prepare the Senior Needs Assessment Study for the City of Milpitas and in order to consolidate their trips to Milpitas, Harison and Associates has requested to move the August Senior Advisory Commission meeting to August 14, 2001. At that time they will provide and update on the Senior Needs Assessment. They will also conduct a Focus Group that evening as well as meetings with various Bay Area businesses and people that work with senior programs. They will be meeting with the county nutrition people, adult services from Live Oak, senior transportation staff, as well as conducting phone interviews. Harison and Associates would like to accomplish as many tasks as possible while they are in town.

MOTION to change the August SAC meeting from August 21, 2001 to August 14, 2001, so Harison and Associates can update the SAC on the progress of the Senior Needs Assessment.

M/S Woodworth, Banick

All Ayes

MOTION to postpone all other business until the September SAC meeting and focus on the Senior Needs Assessment information that Harison and Associates will be reporting on.

M/S Woodworth, Wood

All Ayes

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

NRF

1.2 Nutrition Report

Roseann Costabile stated that she has the end of Fiscal Year information. The Senior Center served 23,444 meals and provided 5,499 rides. She further stated that 44% or 259 of the nutrition participants were Milpitas residents and 56% or 332 of the nutrition participants were non-residents. She stated that they averaged 96 meals per day and received an average daily contribution of \$1.26. Roseann stated that as of July 1, 2001 all participants of the nutrition program are considered new participants and therefore may be asked for updated information. She mentioned that the whole county has switched to the scan card system. The color of the scan

card has been switched from beige to gold and participants can use their nutrition scan cards at other sites.

1.3 Recreation Services Report

NRF

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves announced that on June 19, 2001, the City Council approved the contract for Harison and Associates to conduct the Senior Needs Assessment for an amount not to exceed \$50,000. He suggested at each SAC meeting they permanently schedule under the heading of Old Business the topic of the Senior Center Needs Assessment discussions. He mentioned that that the City Council reviewed on June 19th the Renaissance Hotel project has been delayed because they need more parking than what the City Council initially approved and they need to improve their architectural design and come back to the Council to review those issues. Councilmember Esteves stated that Turner Construction is requesting and increase of fees due to the delay of the Civic Center Project. It was approved by a 3-2 vote to receive \$261,000. He stated that the Council will be reviewing at the August Council meeting staff's request on the classification of dogs in the neighborhoods and various issues concerning dogs.

2.2 Chief Lawson

Police Chief Lawson stated there was a nice report in the Milpitas Post discussing how the officers police the City. He further stated that the police department reports a seven-year straight reduction in crime with an increasing population and business commerce. He stated that crime was down 9% last year and down 20% for the last seven years. He mentioned that they are running 1-1 1/2% behind figures from last year. He stated that the majority of crime is with youngsters due to the increase of new businesses that attract the younger crowd, such as the new skate-park, Dave & Busters, and the movie theaters.

2.3 Parks, Recreation and Cultural Resources Comm.

No report.

2.4 Arts Commission

No report.

2.5 Council on Aging Advisory Committee

Frances Woodworth stated that there is no meeting or report for July and August, 2001.

2.6 AARP

Joanne Wood stated there is no report due to a break for July and August, 2001.

2.7 Nutrition Site Council

Joyce Dovlet stated that the same officers from last year were reinstated for this current year and that they are trying to get people more interested and active within the council.

2.8 Brown Bag Report

Mary Banick stated that the Second Harvest Food Bank Brown Bag Program is still registering new people. She also stated that Second Harvest Food Bank has Brown Bag programs all over the country.

XI. Adjournment

There being no further business, Commissioner Wang adjourned the meeting at 2:34pm.

Respectfully submitted,
Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes: Senior Advisory Commission
Date of Meeting: June 19, 2001
Place of Meeting: Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Chairperson Wang called the meeting to order at 1:16pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Serafina Diaz, Carlos Fabregas, Steve Lu, Bakshish Sandhu, Albert Wang, Joanne Wood.

Staff Present: Kathleen Yurchak, Senior Center Supervisor.

II. MINUTES

MOTION to approve the Minutes of the May 15, 2001, Commission meeting.

M/S Fabregas, Wood
All Ayes

III. FINANCIAL REPORT

Supervisor Yurchak informed the Commission that the Nutrition Program received donations totaling \$200.00 in memory of Lee Duerksen. The revenue total was \$454.14 and the ending balance was \$11,559.33.

MOTION to approve the Financial Report of May 31, 2001, as submitted.

M/S Lu, Daquigan
All Ayes

IV. CITIZENS FORUM

Mary Banick thanked the Senior Center Staff, Kathleen, Roseann, and Betty, on behalf of Uma, Art, Mary and her for a certificate of appreciation for being a Milpitas Senior Center Volunteer. The presentation of the plaque and orchid corsage made for a memorable occasion. Mary also thanked Joanne Wood for taking pictures at this event.

Art Swanson stated that the current newsletter, 2nd page, top paragraph tells about a wish list for seniors and he wanted you to know that it is in place now and Kathleen can explain it to you. Supervisor Yurchak explained that any person that would like to donate items to the Senior Center can do so and the items will be listed in the MiSC. Newsletter and

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interested people can contact the person making the donation directly. Items are also listed in a book, which is kept in the office.

Commissioner Lu stated that he is looking forward to the 4th of July celebration and it is also the 15th anniversary of the Chinese Evergreen Club. Jim Burns will emcee this event. Music begins at 9:30am and the actual ceremony begins at 10:00am. Commissioner Lu has asked that the Chinese Evergreen Club members wear shirt and tie and the ladies wear their most beautiful dresses. The Chinese Evergreen Club will honor veterans with a gift and plaque. Commissioner Lu would like people to show up Friday morning.

**V. ANNOUNCEMENTS/
CORRESPONDENCE**

Supervisor Yurchak announced once again that there is a book in the Senior Center office to log donated items for the Senior Center. She also announced that there will be a community meeting to discuss electricity issues. The meeting will be held at the Milpitas Community Center on June 26th at 7pm. PG&E will give a presentation and an explanation of rolling blackouts and what they mean to citizens and businesses. The City's Mitigation/Response Plan and the continuity of service will also be discussed. The City of Milpitas will host a 4th of July Fireworks display on Wednesday, July 4th, at 9:30pm on the corner of Technology Drive and Murphy Ranch Road. Supervisor Yurchak also announced that she received some information from Congress of California requesting seniors to volunteer their time to assist with a program to convey their message and materials regarding PG&E and the energy crisis. PG&E has a grant of \$300,000 in which they will disburse to senior centers that have seniors participate in this volunteer program. She asked if any participants would like more information to please call or come into the office.

VI. AGENDA

Supervisor Yurchak mentioned that there was a date error for item G, the adoption of Agenda. This item should read June 19, 2001. Correction noted.

MOTION to adopt the Agenda for June 19, 2001, Commission Meeting as submitted.

M/S Wood, Lu
All Ayes

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

1. Senior Feasibility Study Update. Presented by Felix Reliford.

Supervisor Yurchak introduced Felix Reliford who is the Principal Housing Planner for the City of Milpitas and then provided an update on the Senior Feasibility Study. Felix Reliford stated that he is recommending to the City Council to select the firm of Harison & Associates to prepare the Senior Feasibility Study. He stated that this firm has extensive experience in regards to senior studies and senior needs assessments. He further noted that this firm recently conducted the same study for the City of Campbell. Felix stated that he was going to highlight the major tasks that will be completed by Harison & Associates. He stated that first various meetings will be conducted with City Staff, Terrace Gardens, Senior Center Staff and other existing facilities serving senior adults. Next, they will collect data of services, programs and activities provided by the City of Milpitas. Also a housing count will be taken to see how many seniors the City is housing and to talk with the County Housing Authority to see how many seniors are on waiting lists. Then they will interview the SAC and discuss the scope of the project and seek input and comments, therefore, the SAC will be very well represented in this process. Felix stated that after extensive research and data gathering, there will be the analyzing of data. This will consist of obtaining data from Area Agency on Aging, ABAG, State Department of Aging, AARP, the 2000 Census and other resources to assess the needs of the adult population. The Consultants will develop demographic profiles of the Milpitas 55+ population which will include ethnicity, housing, income, marital status, gender, transportation and other characteristics specific to the 55 and over population. He further stated that there will be focus group meetings consisting of ten to twelve people, there will be a community workshop which will be open to everyone to discuss needs for seniors. The consultant will compare the services provided by the City of Milpitas to five other cities of similar size. Felix further stated that he gave a copy of the study prepared by the Senior Sub-Committee to the Consultant and she sent her thanks and stated that it was a very good study. Felix stated that once the final report is complete, the staff will review it and then it will go to City Council. He mentioned that the cost of the study is \$50,000 and it should be completed in early February, 2002. He further stated that the Devries House is designated for potential Senior Housing although a geotech study found that it isn't structurally sound and various options are being discussed regarding the relocation of the house. Supervisor Yurchak has Felix Reliford's business cards available in her office. The SAC discussed the topic at length. There are copies of the consultant's scope of work available in the front office.

**2. Authorize and Approve
Nutrition Program
Entertainment expenditures.**

Supervisor Yurchak introduced the approval of Nutrition Program Entertainment expenditures for Fiscal Year 2001/2002, not to exceed \$1,850.00. Roseann Costabile, Nutrition Site Manager stated she schedules entertainment for the nutrition program, which includes birthday parties, there are 12 birthday parties each year, and about 30 other events throughout the year, such as, Fridays when we have music or on holidays. We roughly calculated that the cost of that entertainment is about \$1,800.00 - \$1,850.00 a year at the current rate. Staff is asking the Commission to approve \$1,850.00 for the Fiscal Year, July 1, 2001 – June 30, 2002, for entertainment. The dances are budgeted separately and come from the Senior Center budget. The Commissioners discussed at length and voted to approve \$2,000.00 for entertainment.

MOTION to authorize and approve Nutrition Program Entertainment expenditures for Fiscal Year 2001/2002, not to exceed \$2,000.00.

M/S Lu, Banick
All Ayes

**3. Authorize and Approve
mailing cost of the MiSC.
Newsletter.**

Supervisor Yurchak introduced the approval of mailing the MiSC. Newsletter for Fiscal Year 2001/2002, mailing cost will not exceed \$1,800.00. The Milpitas Senior Center mails the newsletter to current activity cardholders each month. By mailing the newsletter in bulk the City receives a bulk mail piece rate. Last Fiscal Year 2000/2001 the Senior Center mailed approximately 7,318 newsletters. Staff is requesting that the SAC once again, approve the mailing cost of the newsletter for the upcoming Fiscal Year. Staff anticipates mailing 8,181 newsletters in the upcoming Fiscal Year and is asking the Commission to approve \$1,800.00 for the cost of mailing the newsletter. Commissioner Lu stated that he believes that more members of the Chinese Evergreen Club are going to sign up as activity cardholders, especially because of the free travel mug. He proposes to increase the amount from \$1,800.00 to \$2,000.00 due to the anticipation of more people registering this Fiscal Year.

MOTION to authorize and approve the Mailing of the MiSC. Newsletter for Fiscal Year 2001/2002, mailing cost will not exceed \$2,000.00.

M/S Lu, Sandhu
All Ayes

**4. Discuss the termination of
the SeniorSurfer Computer
Lab.**

Supervisor Yurchak informed the Commission that the SeniorSurfer Lab Agreement was terminated, effective July 12, 2001, between the City of Milpitas and SeniorSurfers for the operation of the computer lab at the Milpitas Senior Center. Last week Bud Everts, the contact person at SeniorSurfers called and then met with Supervisor Yurchak and requested the

termination of their contract, due to lack of enrollment. He stated that they have expended a lot of energy and money trying to obtain enrollees for their classes and have been unsuccessful. He also stated that this is the only center that hasn't been successful and he believes it has to do with the large diversity of our population. The SeniorSurfers were surprised at the amount of diversity and didn't know how to accommodate our population. Basically it is within their contract to ask for termination with 30 days and with written notice. The City Attorney did review the letter and the contract and it is within their legal right to terminate the contract. We have gone ahead and accepted their termination letter and the agreement will be effective July 12, 2001, and they will be removing their equipment the week of July 9, 2001. They will take their computers and satellite out of our room, and the furniture will remain. Since we do not want to disappoint our senior customers that have been taking the computer classes, I have been in contact with the City's IS department and Bill Marion, the Chief Information Officer who has offered 10 computers for our facility. We are hoping to get hooked up to the internet and have a computer lab for the senior participants use. My second goal is to have volunteers or a program set up to have the lab staffed for certain hours and to help the participants learn more about computers. Everything is still in the planning stages due to the short notice of the termination of the computer lab.

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

NRF

1.2 Nutrition Report

Roseann Costabile stated that the average daily meal participants were 96 for the month of May, and the average contribution was \$1.41. She mentioned that beginning July 1, 2001, the new contribution rate of \$1.70 takes affect, and the meal card cost will be \$34.00 for 21 meals. Roseann also stated that she attended the last Council on Aging meeting and was informed that she needs to file new 1357 forms on all lunch participants. She needs updated information including Social Security number and date of birth then a new scan card will be issued. She explained that with a new nutrition assessment it helps to identify seniors with special nutrition needs, such as, meals on wheels. Roseann also stated that the styrofoam cup usage has decreased due to the Nutrition Staff placing one cup at each place setting. They have been going through one case every five days instead of one case every two to three days.

1.3 Recreation Services Report

Supervisor Yurchak stated that the Recreation department has been recruiting for four to five different positions and is almost fully staffed. Last week Kathleen Yurchak was appointed as Senior Center Supervisor, and AmyBeth Ogden, who comes from the City of Foster City, was appointed as the Community Center Supervisor, Sam Tiimalu was

appointed as the Special Events and Marketing Coordinator, and Aaron Bueno was appointed as the Aquatics Coordinator. The only position that is still vacant is the Recreation Services Manager, which will be closing at the end June and should be filled in July. Supervisor Yurchak mentioned that the newly remodeled Sports Center opened and is gorgeous. The exercise classes have been moved to the Sports Center and the instructor and students stated the transition went smooth and they are happy with the new facility. The Sports Center also offers an arthritis water class for interested participants. The Recreation summer programs begin next week. Supervisor Yurchak also mentioned that the new registration for activity cards began yesterday and many new cardholders have commented on the travel mug and that they really appreciate the gift.

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves thanked the SAC for great attendance. He also stated that City Council will be appointing alternates, Frances Woodworth and Nelia Montojo to the SAC. He further noted that there was a slippage of the City Hall Project schedule and the new completion date is set for February 14, 2002. He stated that the City Council will be approving the Needs Assessment for the future Senior Center and housing project. He mentioned that City Council will be approving within the Neighborhood Preservation Project the paving of 50% of the front yards, to restrict residents from parking on their front lawns. He stated that City Council will be approving the construction of the Renaissance Hotel, which will have 362 rooms and be approximately 5-6 stories tall with an 18,000 square foot conference room. Councilmember Esteves stated that this hotel will be located by the Great Mall. He further stated that the hotel will offer discounted rates for public officials that are visiting City officials as guests. He further mentioned that this hotel project will hopefully bring in more income for the Library Project and Cultural Arts. Councilmember Esteves mentioned again that the newly remodeled Sports Center is open along with the adjacent Teen Center and he further encouraged the SAC to invite their grandchildren to use this facility.

2.3 Parks, Recreation and Cultural Resources Comm.

No report.

2.4 Arts Commission

No report.

2.5 Council on Aging Advisory Committee

Frances Woodworth could not attend the meeting but left information on the desk.

2.6 AARP

Joanne Wood stated that AARP will meet on June 21, 2001, at 1:30pm and that this will be the last meeting of the season. She stated that they will resume meeting in September, 2001. She further mentioned that this will be a casual meeting with a Hawaiian theme and to dress in Hawaiian attire. There will be refreshments and Hula dancing.

2.7 Nutrition Site Council

Joyce Dovlet stated that they will be voting for new officers on July 11, 2001.

2.8 Brown Bag Report

Mary Banick stated that the new registration for Brown Bag was held on May 31, 2001, and June 7, 2001, at the Milpitas Senior Center. She mentioned that it will be a few weeks before they obtain an accurate count for their participants.

XI. Adjournment

There being no further business, Commissioner Wang adjourned the meeting at 2:50pm.

Respectfully submitted,
Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Senior Advisory Commission
Date of Meeting:	May 15, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Chairperson Wang called the meeting to order at 1:15pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Serafina Diaz, Carlos Fabregas, Steve Lu, Bakshish Sandhu, Albert Wang, Joanne Wood.

Staff Present: Kathleen Yurchak, Senior Center Director.

II. MINUTES

MOTION to approve the Minutes of the April 17, 2001, Commission meeting.

M/S Lu, Daquigan

All Ayes

III. FINANCIAL REPORT

Director Yurchak informed the commission of an error on last months financial report. The ending balance for the Recycling Fund should have been \$464.75. A \$10.00 expense for crackers that were purchased from Sysco was not subtracted from the recycling fund.

MOTION to approve the Financial Report of April 30, 2001, as submitted.

M/S Daquigan, Fabregas

All Ayes

IV. CITIZENS FORUM

Art Swanson requested to agendize the idea of a wish list for seniors wanting to give away items that seniors may be in need of. Director Yurchak stated that this wish list has been included in the June Newsletter.

Art Swanson also requested to have a book to keep track of items that are donated to the Senior Center and to list where and whom the items were given to.

Frances Woodworth thanked Director Yurchak for all the work that went into the Volunteer Recognition Dinner.

V. ANNOUNCEMENTS/ CORRESPONDENCE

Director Yurchak highlighted the May activities at the Senior Center. May 23, 2001, the Senior Boutique from 10am – 2pm and the Health Fair from 10am – 12:30pm. May 31, 2001, Senior Center Volunteer Recognition.

Director Yurchak also mentioned that City Staff recommended Harrison & Associates as consultants to conduct the feasibility study for the proposed new senior center. This project is moving along quickly. The Sports Center and Teen Center Ribbon Cutting Ceremony is June 7, 2001, 6:30pm.

Commissioner Daquigan announced and invited all to come to the Filipino Fiesta on June 2, 2001, 2pm – 12am. There will be cultural presentations and Commissioner Daquigan and Councilmember Esteves will be performing a folk dance. Admission is free.

Councilmember Esteves announced that a Ceremony for the new Light Rail Station is May 17, 2001, at 10am. There will be free rides.

VI. AGENDA

MOTION to adopt the Agenda for May 15, 2001, Commission Meeting as submitted.

M/S Fabregas, Lu
All Ayes

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

1. Discuss and Vote on a Computer Class Scholarship Fund.

Director Yurchak stated that at the April 17, 2001, SAC meeting Commissioner Lu suggested that the Commission agendaize the discussion of establishing a Computer Class Scholarship, funded by the SAC. This would allow low-income seniors the opportunity to take a SeniorSurfer computer class at a reduced rate. Currently, there is \$2,360.16, remaining in the Computer Lab Fund. It is staffs recommendation to establish a Senior Advisory Commission Computer Class Scholarship Fund, and agendaize reviewing the proposed scholarship criteria at the June 19, 2001, Senior Advisory Commission meeting.

MOTION to establish a Senior Advisory Commission Computer Class Scholarship Fund, and agendaize reviewing the proposed scholarship criteria at the June 19, 2001, Senior Advisory Commission meeting.

M/S Lu, Burns
All Ayes

2. Explanation of Walk A Golden Mile and Computer Lab funds.

Director Yurchak stated at the April 17, 2001, Commission meeting there was discussion as to when the Computer Lab Fund was established. Staff researched past Commission minutes and discovered that the Senior Advisory Commission voted to earmark the 1998 Walk A Golden Mile funds on March 17, 1998. These funds were to be used to purchase items for a computer lab. All other Walk A Golden Mile funds from past years were combined into the Commission's General Fund.

Art Swanson asked about Councilmember Livengood's Donation of \$2,000.00, and what was purchased with this money. Commissioner's Lu and Wang stated the TV and Cabinet was purchased with that money.

Note receipt file.

3. Suggestions of items to be purchased by the SAC for the Senior Center.

Director Yurchak stated that the Commission's budget is currently \$12,191.05, and staff would like to suggest purchasing some or all of the suggested items. These items will benefit the Senior Center participants and will also enhance the Senior Center. The first item is a nightlight to be given out at the Health Fair for Older Americans Month. There are 250 nightlights at a price of \$493.00.

MOTION to have the Senior Advisory Commission purchase 250 Nightlights totaling no more than \$493.00.

M/S Fabregas, Wood
All Ayes

The second suggested item to be purchased by the SAC are insulated travel mugs to be given to the participants when they purchase their new activity card for Fiscal Year 2001/2002. There are 1000 travel mugs totaling no more than \$2,000.00.

MOTION to have the Senior Advisory Commission purchase 1000 insulated travel mugs totaling no more than \$2,000.00.

M/S Lu, Fabregas
Ayes: 8 Nay: 1 (Daquigan)

The third suggested item to be purchased by the SAC are Bulletin Boards for the Dance, Game, Art Rooms, Lounge, Computer Lab and the Auditorium. There are 6 Bulletin Boards to be purchased totaling no more than \$360.00.

MOTION to have the Senior Advisory Commission purchase 6 Bulletin Boards totaling no more than \$360.00.

M/S Lu, Fabregas
All Ayes

There was further discussion amongst the commissioners regarding the SeniorSurfer Computer Lab. Commissioner Lu mentioned that when the contract expires with the SeniorSurfers to see if the SAC can purchase the computer equipment at a depreciated price. It was also mentioned to get a quote from Senior Net, which also provides computer classes.

There were no further suggestions on purchases for the Senior Center to be made by the SAC.

4. Determine Cost of Senior Activity Card for fiscal year 2001/2002.

Director Yurchak asked the SAC if they would want to increase the Activity Card fee to \$8.00 for Fiscal Year 2001/2002 and offer a \$2.00 discount to Milpitas resident seniors (\$6.00).

MOTION to approve increase of Activity Card fee to \$8.00 for Fiscal Year 2001/2002 and offer a \$2.00 discount to Milpitas resident seniors.

M/S Lu, Fabregas

All Ayes

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

NRF

1.2 Nutrition Report

Roseann Costabile stated that in April the Senior Center averaged 87 meals a day. The average contribution was \$1.24. Beginning July, Project Council is requesting the contribution be increased to \$1.70, and the meal card will be \$34.00.

Steve Lu commented that the quality of food and service has increased a lot over the past 10 years. Since Roseann took over the program it has run smoothly and the participants appreciate her service.

1.3 Recreation Services Report

NRF

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves asked if anyone is having trouble receiving copies of the City Council Agenda. You can come to the Senior Center office and they can print a copy of this agenda off the server. There will be a discussion tonight for rate adjustments on water and sewer. The City street planting program plans to plant 1200 trees by March 2002. Trees are good for the environment. There will be discussion about a Citizens Energy Task Force, and they are requesting proposals for consultant for the library project.

2.2 Chief Lawson

The City and the Police Department has implemented a Black Out Mitigation Plan. There could be 35 or more rolling blackouts this summer. The plan mobilizes administration staff out on the street. The officers will be in uniform taking traffic posts to help the traffic flow problems, especially during rush hour times. There are usually 7–9 officers paroling the streets, when administration is pulled there will be 24-25 officers. The first responsibility will be traffic and second, calls to service and they will prioritize calls for emergencies. They will also be working with Public Works, Fire, and Recreation to help seniors on Home Checks. They will be going to Terrace Gardens and the mobile home parks and wherever seniors live to check on them and make sure they have water and are safe. There are other police agencies that are requesting copies of our City's plan. We are the only City to have a mitigation plan for blackouts.

2.3 Parks, Recreation and Cultural Resources Comm.

No report.

2.4 Arts Commission

No report.

2.5 Council on Aging Advisory Committee

Frances Woodworth stated that the meeting on May 7, 2001, was about the Older American Act on Nutrition conducted by Celine Chan. Celine introduced her new supervisor, Julie Aragon. Julie has been working in the Social Services field for over 14 years. There are 38 programs and 36 congregate sites that serve 800 breakfasts and lunches 5 days a week. The meals are 600-800 calories per meal and are expected to be about 2/3 of your daily requirements. The wages for nutrition workers are controlled by the County.

2.6 AARP

Joanne Wood stated the AARP meeting will be held May 17, 2001. A guest speaker from the American Cancer Society will inform people about Colorectal Cancer. The AARP Spring Fling dance will be held on May 18, 2001, at 7:00pm. June 21, 2001, is the last meeting of the season. It is a fun meeting and the theme is "Celebrate Hawaii". Wear your Hawaiian attire.

2.7 Nutrition Site Council

Joyce Dovlet stated that they are reviewing the first draft of the Bylaws. The new officers election is in June. We request that Lee Duerksen's name be added to the volunteer recognition plaque.

2.8 Brown Bag Report

Mary Banick stated that the Cypress Senior Center has 8 volunteers and 1 driver for the Second Harvest Food Bank Brown Bag program. They filled 110 bags within 45 minutes and each bag contained 15 items. 2 of the volunteers have been there for 15 years. The same food is sent out to all sites.

XI. Adjournment

There being no further business, Commissioner Wang adjourned the meeting at 2:45pm.

Respectfully submitted,
Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Senior Advisory Commission
Date of Meeting:	April 17, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Commissioner Wood called the meeting to order at 1:15pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Bal Daquigan, Carlos Fabregas, Steve Lu, Bakshish Sandhu, Joanne Wood.

Staff Present: Kathleen Yurchak, Senior Center Director.

II. MINUTES

MOTION to approve the Minutes of the March 20, 2001, Commission meeting.

M/S Fabregas, Lu

All Ayes

III. FINANCIAL REPORT

There were no questions regarding the Financial Report.

MOTION to approve the Financial Report of March 31, 2001, as submitted.

M/S Lu, Fabregas

All Ayes

IV. CITIZENS FORUM

Jack Wust asked if the PRCRC and Cultural Arts Commission Liasons are aware of the SAC meetings and wondered why they were not present. Director Yurchak stated that they are aware of the SAC meetings.

Frances Woodworth stated that Senior Day at the County Fair is on the same day as the SAC meeting and requested that next year the SAC meeting is rescheduled so there isn't this conflict.

Joyce Dovlet asked why some people that have volunteered at the Senior Center were not invited to the recognition party. Director Yurchak informed her that there is a volunteer coordinator, and an application and timesheet need to be completed, in order to be recognized through the MVP program. The volunteer also must perform their service for a City of Milpitas sponsored program and these procedures need to be followed. Joyce Dovlet also asked if there is a charge to use rooms at the Senior Center. Director Yurchak stated that there is no charge for classes that are offered to the seniors. Outside groups such as non-profit

organizations and Milpitas residents and non-residents do have room charges.

Art Swanson stated that there is an error on the financial report regarding the Walk a Golden Mile Funds and the Computer Lab Funds. Director Yurchak stated she will investigate the past Financial Reports to get a clarification.

Art Swanson also mentioned that he would like a bulletin posted or an announcement in the Newsletter advising the seniors when and if an item is being disposed of and allowing the seniors to come to the Senior Center to claim an item before it is disposed.

V. ANNOUNCEMENTS/ CORRESPONDENCE

Director Yurchak announced that the Arbor Day Celebration is April 21, 2001, from 10am to 2pm, at Cardoza Park and AARP will have a pizza booth. The Milpitas Volunteer Partners Recognition Reception is April 25, 2001, at 6:30pm at the Community Center. Children's Memorial Day is April 26, 2001, at 2pm at the Community Center. Included in the Commissioner's packet is a list of activities for the Month of May in celebration of National Older Americans Month. The Boutique will be open every Wednesday in the month of May.

VI. AGENDA

MOTION to adopt the Agenda for April 17, 2001, Commission Meeting as submitted.

M/S Fabregas, Daquigan
All Ayes

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

1. Presentation from Bud Everts of SeniorSurfers

Bud and Meredith of SeniorSurfers came to give an update to the SAC on the computer lab and its progress. Bud stated that he understood that the Commissioners were concerned about low enrollment of the SeniorSurfer program. He stated that he has received favorable feedback regarding the program and that the SeniorSurfers are going to institute a marketing plan to get the word out about the computer lab. They are going to have an open house each month to make people feel more welcome, and they are placing fliers at Terrace Gardens, the Library, the Community Center, and are placing ads in The Post. Their goal is to create more awareness. They are also working to get volunteers to staff the lab for open lab hours. Bud also stated that the SeniorSurfers are developing some more advanced courses, such as, Quicken, Online Shopping & Auctions, and Working with Windows and Pictures, which should be available in June. Bud mentioned that the SeniorSurfers are investigating their options in creating a Chinese curriculum and hiring a multi-lingual instructor or paying someone for translating.

Roseann Costabile suggested offering scholarships to create more interest and making it more affordable for new participants.

Meridith of SeniorSurfers stated that a San Francisco Center offers scholarships to its participants and she will contact them to obtain more information and forward it along to Director Yurchak.

Councilmember Esteves requested that Bud give Director Yurchak a copy of the evaluation form that students fill out after attending the course and he will have the City's IS department review it and give their suggestions to make the curriculum more informative.

Steve Lu requested that staff investigate the criteria for offering scholarships and to agendize the spending of SAC monies on scholarships as an incentive for new computer lab participants.

2. Discussion and appointment of members for Fundraising Subcommittee

Director Yurchak stated that at the March 20, 2001, SAC meeting the Commission voted to formulate a Fundraising Subcommittee to assist staff in planning a Senior Center fundraising event in 2002. It is staffs recommendation to appoint no more than 4 Senior Center participants and 1 Commissioner to the Fundraising Subcommittee. Mary Banick, Joanne Wood, Frances Woodworth and Jack Wust volunteered to be part of the fundraising subcommittee. Art Swanson is going to ask Neola Swanson, who was not present at this meeting to see if she would like to be on the subcommittee.

MOTION to nominate Mary Banick and Joanne Wood to Co-Chair the Fundraising Subcommittee along with Frances Woodworth and Jack Wust as subcommittee volunteers.

M/S Lu, Daquigan

All Ayes

3. Discuss and vote on purchases with 2000 Walk A Golden Mile funds

Director Yurchak stated she will clarify the Computer Lab funds and the Walk A Golden Mile funds and agendize this item for the next SAC meeting.

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

NRF

1.2 Nutrition Report

Roseann Costabile stated that in March the Senior Center averaged 95 meals a day. The average contribution was \$1.23, and had 15 new participants. They have added Karaoke during lunch and are trying new ideas to keep the participants entertained.

1.3 Recreation Services Report

NRF

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves stated the action items of the last City Council meeting. The Council approved the naming of the Community Center stage after Marsha Schneider. The study for 2 story homes to be built on the hillside was approved. The current site of the Library will be the new Library site but larger. The shopping cart ordinance was approved and will take effect in July. The Senior Center Financial Tracking System and Bylaws were approved. The Senior Advisory Commission 2 alternates with 2 year terms were approved. The City Hall project is on schedule and within budget. There will be a public hearing for recycled water and sewer rates, you are invited to come and speak.

2.2 Parks, Recreation and Cultural Resources Comm.

No report.

2.3 Arts Commission

No report.

2.4 Council on Aging Advisory Committee

Frances Woodworth stated that the meeting on April 2, 2001, the guest speaker was James T. Beall, Jr., Board of Supervisors 4th district. The topic was the Council on Aging annual plan of services. The COA will take over the Information & Referral Services reference book publishing next year as Information & Referral Services is closing on April 4, 2001. A three year project of AB903, which is a Medi-Cal non-emergency transportation services pilot project in Santa Clara County has been proposed by Assembly Woman Elaine Alquist. This will allow low income seniors who are Medi-Cal recipients to access non-emergency medical appointments, such as, doctor check-ups and dialysis appointments. It is hoped that this will help to overcome one of the largest barriers in accessing health care for seniors.

2.5 AARP

Joanne Wood stated the AARP meeting will be held April 19, 2001. LeChi Nguyen the Senior Center Case Manager will be the guest speaker informing people of the services and programs offered to seniors.

2.6 Nutrition Site Council

Joyce Dovlet stated that they are in the process of typing the Bylaws.

2.7 Brown Bag Report

Mary Banick stated the Second Harvest Food Bank will have new sign-ups on May 30 and June 6, 2001. Participants need to provide identification and income statements and the \$10 fee is waived. The new identification card will be issued at registration and will be checked off when they come to pick up their food. Flyers will be included in the brown bags.

XI. Adjournment

There being no further business, Commissioner Wood adjourned the meeting at 2:49pm.

Respectfully submitted,
Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Senior Advisory Commission
Date of Meeting:	March 20, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Commission Chairperson Wang called the meeting to order at 1:15 pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Carlos Fabregas, Steve Lu, Bakshish Sandhu, Albert Wang, Joanne Wood.

Staff Present: Kathleen Yurchak, Senior Center Director.

II. MINUTES

MOTION to approve the Minutes of the February 20, 2001, Commission meeting.

M/S Fabregas, Lu
All Ayes

III. FINANCIAL REPORT

There were no questions regarding the Financial Report.

MOTION to approve the Financial Report of February 28, 2001, as submitted.

M/S Lu, Fabregas
All Ayes

IV. CITIZENS FORUM

Art Swanson, 311 Carnegie Drive, requested a gift register accounting for what is given to seniors in the amount of \$25.00 and above. He also stated that seniors have poor memories and that change should be counted back to them in the office.

Jack Wust, 305 Heath Street, stated that Mr. Swanson had some good points to discuss. He feels that 2 minutes is not long enough to address the commission. He would also like a progress report of the SeniorSurfer Computer Lab. He believes that students should have free use of the lab and an instructor should be made available.

Chairperson Wang commented that every month we should have a brief report about the computer lab.

Frances Woodworth, 1001 S. Main Street, mentioned that March is Cancer Awareness month.

V. ANNOUNCEMENTS/

Director Yurchak stated that there is a correction to item 5 on the agenda.

**SENIOR ADVISORY COMMISSION
March 20, 2001**

CORRESPONDENCE

The SeniorSurfer Lab Open House will be held on April 26, 2001, from 11:30am – 1:30pm. This is to promote their program. Director Yurchak also clarified that when the SeniorSurfers have 5 full classes, an open lab is provided with an instructor on Friday's from 9:30am – 11:30am. She also stated that she will agendize this topic and have an updated report of the SeniorSurfer Lab.

VI. AGENDA

MOTION to adopt the Agenda for March 20, 2001, Commission Meeting as submitted.

M/S Lu/Wood
All Ayes

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

1. Discuss and make recommendations for 2001 fundraising event.

Director Yurchak informed the SAC that Secure Horizons will not be sponsoring the 2001 Walk a Golden Mile fundraising event, therefore leaving a void in the transportation, gifts, and incentives for the event. Director Yurchak stated that staff recommends not to participate in a fundraising event in 2001 and to identify items to be purchased with the remaining \$2,360.16 from the 2000 Walk A Golden Mile funds.

Jack Wust suggested the SAC look for a different sponsor and forming a committee to discuss a new fundraising event. He also stated he is opposed to spending the remaining 2000 funds until the SAC is certain the SeniorSurfer program is successful.

Frances Woodworth suggested not having a Walk A Golden Mile event due to the amount of funds in the SAC account, or having a small event on site.

Director Yurchak mentioned that the Senior Center could charge a small fee for the dance on Sunday, May 6, 2001, and include a BBQ Dinner.

The topic was discussed at length. It was decided to not have a Walk a Golden Mile fundraising event in 2001, and to agendize for the April SAC meeting the formulation of a committee for the 2002 fundraiser and how to spend the 2000 fundraiser funds.

MOTION to agendize forming a committee to organize the 2002 SAC fundraising event and the spending of the 2000 fundraising event funds.

M/S Lu, Banick
All Ayes

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

Director Yurchak stated that she attended a conference held by the California Park and Recreation Society in Sacramento last week. She attended various educational seminars, one in particular, was about getting the word out in your community about your programs and how to market your centers. She stated that she got useful information that we can use in the future to get the word out about programs offered by the Senior Center.

1.2 Nutrition Report

Roseann Costabile stated that in February the Senior Center averaged 99 meals a day. The average contribution was \$1.24, and each month we track new people and that average is between 6-10. The Senior Center averages 24 rides a day. Roseann also stated that there are some concerns that need to be addressed, such as heavy traffic in and out of the kitchen at mealtime. We need to keep people out of the kitchen during lunch. She also stated that the usage of Styrofoam cups has tripled over the last year. The Seniors use approximately 1000 cups a week. We need to educate people on curtailing the usage of the cups.

Commissioner Lu suggested that the Seniors write their name on the cups and save them and create signs to remind them not to throw their cup away.

Director Yurchak mentioned that due to the energy crisis the Seniors need to be conscious to turning off lights and closing doors when leaving a room.

1.3 Recreation Services Report

NRF

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves thanked the SAC for attending that last Council meeting and supporting the feasibility study for the new Senior Center. Tonights Council meeting there will be an update on the City Hall project, it is on time and within budget. There is now a scheduled opening on May 17, 2001, for the Tasman light rail station. The City will be planning the opening ceremonies. The Arts Commission is proposing to the City Council that we name the stage at the Community Center after Marsha Schneider. There will also be discussion of the possible modification to the Hillside ordinance to allow the building of two-story homes. Currently, only one-story homes may be built on the hillside. The Council will also be selecting a new library site. The shopping cart ordinance will also be up for discussion and approval.

2.2 Parks, Recreation and Cultural Resources Comm.

No report. Director Yurchak stated that the new representative is Kashmir Gill.

2.3 Council on Aging Advisory Committee

Frances Woodworth stated that the meeting on March 5, was about long term care. Steve Belkin gave an overview on the Long Term Care Innovation Grant that was awarded to the COA by the Department of

Aging in January. The 1.8 million dollar grant is to develop web based shared data management software for the critical senior services in 5 counties. It is the council's belief that seniors are more content and live longer if they stay in their own homes and are supplied daily services. For more information, see report in the office.

2.4 AARP

Joanne Wood stated the AARP meeting will be held on April 19, at 1:15pm. Lechi will talk at this meeting and let us know about the services she offers. April 21, 2001, is the Arbor Day celebration from 10am – 2pm. AARP will have a pizza and soft drink booth.

2.5 Nutrition Site Council

Joyce Dovlet stated that they are working on the Bylaws revisions and will hopefully be completed by next meeting. She would like to schedule a meeting for the mural committee.

2.6 Brown Bag Report

Mary Banick stated that the Second Harvest Food Bank distributes 21.2 million pounds of donated and purchased food surplus to 524 agencies. The agencies serve approximately 119,500 low-income individuals each month.

XI. Adjournment

There being no further business, Chairperson Wang adjourned the meeting at 2:23 pm.

Respectfully submitted
Lisa Ciardella for, Cherie Cummins
Commission Secretary

**CITY OF MILPITAS
SENIOR ADVISORY COMMISSION**

Minutes:	Senior Advisory Commission
Date of Meeting:	February 20, 2001
Place of Meeting:	Milpitas Senior Center, Dance Studio

**I. CALL TO ORDER
& PLEDGE**

Commission Chairperson Wang called the meeting to order at 1:18 pm and the Pledge of Allegiance was recited.

Commissioners Present: Mary Banick, Jim Burns, Bal Daquigan, Serafina Diaz, Carlos Fabregas, Steve Lu, Bakshish Sandhu, Albert Wang, Joanne Wood.

Staff Present: Kathleen Yurchak, Senior Center Director.

II. MINUTES

MOTION to approve the Minutes of the January 16, 2001, Commission meeting.

M/S Wood, Burns

All Ayes

III. FINANCIAL REPORT

Director Yurchak asked if there were any questions regarding the Financial Report. Art Swanson stated that he submitted Recycling funds. Director Yurchak stated that the funds will be reflected on the February Financial Report.

MOTION to approve the Financial Report of January 31, 2001, as submitted.

M/S Lu, Wang

All Ayes

IV. CITIZENS FORUM

Art Swanson discussed the importance of taking care of your body with exercise, nutrition, and how it aids in prolonging life.

**V. ANNOUNCEMENTS/
CORRESPONDENCE**

Director Yurchak stated that the Commissioners could read through the announcements although she wanted to mention that the Prime Time Expo is going to be held at the Santa Clara Convention Center on March 9 & 10, 2001. It is to celebrate maturity and has various educational seminars. There is a flier posted in the auditorium and if you would like to attend, see Director Yurchak.

Commissioner Diaz was re-appointed to the Senior Advisory Commission by Mayor Manayan, in January, 2001.

VI. AGENDA

MOTION to adopt the Agenda for February 20, 2001, Commission Meeting as submitted.

**SENIOR ADVISORY COMMISSION
February 20, 2001**

M/S Fabregas, Diaz
All Ayes

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

1. Authorize and Approve the indicated changes to Section 9 of the SAC Bylaws.

Director Yurchak reminded the Commission that at the October 17, 2000, meeting they voted and approved the 10 recommendations from the Finance Director to ensure the Commission's finances are properly monitored, and to update the SAC's Bylaws.

The amended changes in the SAC's Bylaws Section 9 (Finances) were discussed at length and the following changes were approved.

- A. The Commission's Treasurer or Chairperson should review and approve the monthly Commission's financial report for accuracy to provide for oversight before the report is submitted to the full Commission for final approval.
- B. All Commission expenditures over \$100.00 should be approved by the Commission's Treasurer or the Chairperson and the City's Recreation Services Supervisor or Recreation Services Manager.
- C. All Commission expenditures \$100.00 or less should be approved by the Recreation Services Supervisor or Recreation Services Manager.
- D. Monies collected for the Senior Advisory Commission and subcommittees for their programs and fundraisers shall be deposited daily and financial records maintained in the Senior Center and the Finance Department.

MOTION to authorize and approve the indicated changes to Section 9 (Finances) of the Senior Advisory Commission Bylaws.

M/S Burns, Fabregas
All Ayes

2. Authorize and Approve Senior Volunteers to be recognized at the Senior Center in the month of May.

Director Yurchak requested nominations for senior volunteers to be recognized at the Senior Center in May 2001, during Older Americans Month celebrations.

Frances Woodworth nominated Mary Vincent.

Joanne Wood nominated Mary Banick.

Jack Wust nominated Art Swanson.

Frances Woodworth nominated Uma Shah.

MOTION to authorize and approve Mary Vincent, Mary Banick, Art Swanson, and Uma Shah as the senior volunteers to be recognized at the Senior Center in the month of May 2001, during Older Americans Month Celebrations.

M/S Lu, Daquigan
All Ayes

3. Authorize and Approve Commissioners attendance at The Bay Area Senior Injury Prevention Conference.

Director Yurchak asked if any of the Commissioners would like to attend the 1st Annual Bay Area Senior Injury Prevention Conference, March 8 & 9, 2001, in Oakland, CA.
None of the Commissioners were interested in attending the conference.

4. Authorize and Approve the Recommendation to City Council for the SAC to have alternates.

Director Yurchak opened discussion to make a recommendation to the City Council whether the SAC should have alternates and if so, how many and the length of their term. Councilmember Esteves stated it is good to have alternates, especially if a Commissioner needs to be absent, you can feel comfortable knowing that an alternate can take your place. The topic was discussed at length and the following was decided.

MOTION to authorize and approve two alternates for the Senior Advisory Commission with two year terms to be recommended to the City Council.

M/S Lu, Fabregas
All Ayes

5. Authorize and Approve the color scheme, floor, and tile selection for Senior Center restroom renovations.

Director Yurchak presented the color scheme options that Horowitz Architecture prepared. It was discussed further and was decided that alternate #3 color scheme be selected.

MOTION to authorize and approve a recommendation to the Parks, Recreation, and Cultural Resources Commission (PRCRC) the selection of alternate #3 color scheme for the Senior Center Restroom Renovations.

M/S Banick, Fabregas
All Ayes

IX. OTHER BUSINESS

1. STAFF REPORTS

1.1 Senior Center Report

NRF

1.2 Nutrition Report

NRF

1.3 Recreation Services Report

NRF

2. LIAISON REPORTS

2.1 City Council

Councilmember Esteves stated that at tonight's Council Meeting there will be a public hearing on Solid Waste rate adjustments and service charges. The City Hall construction is progressing on schedule and within

budget. The Council will be discussing the increase of LAC Commissioners from 5 to 7 members, due to the new library project. The presentation of the Senior Center Feasibility Study will be given tonight, as well as for the Adult Daycare Center and Senior Housing projects, with a request to hire a consultant to conduct an assessment study. He encouraged the Commissioners to attend the meeting and show support for the projects. There will be reserved seating for Seniors tonight.

2.2 Parks, Recreation and Cultural Resources Comm.

No report.

2.3 Council on Aging Advisory Committee

Frances Woodworth stated that the meeting on February 5th was about the Outreach program with guest speaker Katie Heatley. Eligibility for Outreach is based on ones inability to ride public transportation, not income and/or age. For more information see report in office. Kim Le of Catholic Charities discussed the topic of depression. For more details see report in office.

2.4 AARP

Joanne Wood stated the AARP meeting will be held on March 15, at 1:15pm. The topic is telemarketing fraud.

2.5 Nutrition Site Council

Joyce Dovlet stated that they are working on the Bylaws revisions and will hopefully be completed by next meeting.

2.6 Brown Bag Report

Mary Banick stated that she received a booklet from the Second Harvest Food Bank, entitled "Food Resources in Santa Clara County". Inside is an article discussing the gaps in food assistance for low income people. This guide is available in English, Spanish and Vietnamese.

X. Police Chief Report

Police Chief Lawson stated that the Milpitas Knights Football team, which is in the PAL League, will be honored tonight at the City Council meeting for winning the National Championships in Las Vegas, Nevada. With next July's Budget, the Police Department is looking to re-energize and enhance the Home Alert System, and to implement more programs to offer Seniors. Suggestions are welcome. Currently, due to the brown outs, the Police and Fire Departments are working together to check on Senior Citizens in their homes to make sure they are ok. The Police Department has been placing barricades with blinking lights in intersections that are affected by brown outs and checking to see if this alleviates the traffic situation. The Police Department is developing a computer program called, Crime Stat. It is a statistical analysis of crime within the city by beat, geographical location, and type of crime from month to month. This is a good management tool to measure crime trends and to challenge the officers to decrease crime.

XI. Adjournment

There being no further business, Chairperson Wang adjourned the meeting at 2:45 pm.

Respectfully submitted
Cherie Cummins
Commission Secretary